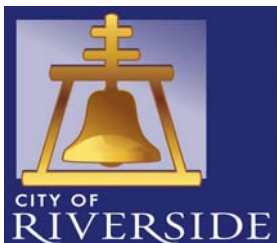


The City of Riverside

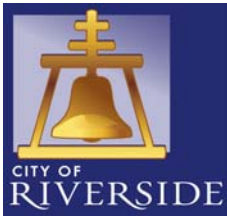
**Is Seeking Experienced And
Dynamic Professionals To Serve As**

DEPUTY HUMAN RESOURCES DIRECTOR



Be a part of this exciting, creative and cooperative environment where you can make a difference. This is an exceptional leadership opportunity in a fast-paced, technologically-oriented, and community-focused organization.

THE POSITION



Under general direction, plans, manages, coordinates, and oversees assigned Human Resources operations, activities, programs, and personnel for the City of Riverside. This is the second in command, responsible for the day to day operations within the Human Resources Department.

INFORMATION

Typical duties may include:

- Manage and provide administrative direction for human resources functions including recruitment and selection, training and development, classification & compensation, benefits, and employee/labor relations.
- Ensure the timely, accurate, and professional delivery of city-wide human resources programs and activities.
- Hire, train, supervise, and monitor the performance of assigned personnel.
- Ensure staff compliance with departmental policies, procedures, and regulations governing human resources activities.
- Develop and implement goals, objectives, policies, and procedures for assigned human resources functions.
- Interpret and explain human resources policy and procedural decisions to City departments, management personnel, and employees.
- Provide assistance to City departments in resolving human resource issues; recommend and assist in implementing corrective courses of action.
- Manage and coordinate the City's recruitment and selection process including developing and implementing recruiting strategies.
- Supervise and coordinate the administration of the City's employee benefits program.
- Develop specialized management reports for internal and external customers.
- Gather information, prepare, submit, and maintain a variety of departmental reports.
- Provide assistance in preparing and administering departmental budget.
- Serve as Human Resources Director in his/her absence and performs related duties.



HUMAN RESOURCES DEPARTMENT

The City of Riverside Human Resources Department has an annual operating budget of \$4,115,207, with 22.65 FTE authorized positions. The mission of the department is to provide a professional and responsive environment while administering quality personnel services with the highest level of professionalism and integrity in order that the organization can attract, retain, train, and motivate a highly competent workforce. Services and programs within the Human Resources Department include Classification and Compensation, Employee/Labor Relations, Employment, Training, and Benefits. The philosophy of Human Resources is to be a progressive organization with a customer service focus while ensuring regulatory responsibilities as well as a safe environment free of discriminatory practices.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Human Resources, Public Administration or related field, and five years of experience administering human resources operations including two years of supervisory experience; OR an equivalent combination of education and experience.

Required Knowledge of:

- Principles and practices of human resources administration.
- Federal and State regulations governing human resources activities.
- Human resources functions and processes relative to area of assignment.
- HRIS systems and standard computer software applications.
- Processes for preparing and administering departmental budgets.
- Supervisory principles, practices, and methods.

Required Skills in:

- Administering assigned human resources operations, activities, and programs.
- Assisting in ensuring compliance with regulations governing human resources activities.
- Effective oral and written communication.
- Establishing and maintaining effective working relationships with staff, City departments, City officials, outside agencies, and the general public.
- Providing assistance in administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.

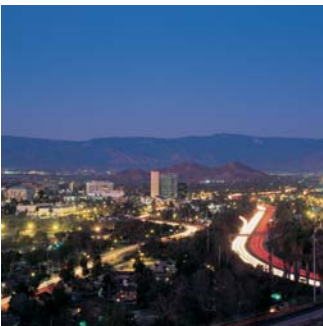
COMPENSATION

Monthly salary range: \$8,010 - \$10,225.* The City offers an extremely attractive benefits package, including:

- Retirement—The City is a member of the State of California Public Employee's Retirement System (PERS) and provides employees with the 2.7% @ 55 formula. The City also pays the employee's contribution toward the plan.
- Health Insurance—The City offers two health insurance plans and contributes up to \$851 per month for employee and dependent coverage.
- Dental Insurance—The City provides three dental insurance plans and contributes \$45 per month.
- Life Insurance—The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary plus \$1,000 to a maximum of \$600,000.
- Deferred Compensation—The City contributes up to \$250 per month to a 457 deferred compensation plan for a minimum \$50 monthly employee contribution.
- Leave Benefits—Includes all typical vacation, sick leave, bereavement leave and holiday benefits.

*Appointment may be made at any step of range pay contingent upon qualifications of successful candidate.

THE COMMUNITY



Recently named one of "America's Most Livable Communities", Riverside is the largest city within one of the fastest growing regions in the country. As the 12th largest city in California, Riverside has a diverse population of approximately 300,000, covering over 85 square miles. Strong elected, civic, and business leadership has enabled a diversified economy, balanced land uses, quality developments, cultural amenities, and a progressive outlook that supports the community today and well into its promising future.

The City is centrally located in the Inland Empire Region approximately 60 miles east of Los Angeles and 100 miles north of San Diego. As the City has continued to develop into one of the most economically powerful cities in Southern California, it has maintained its historic virtues and cultural roots.

CITY GOVERNMENT

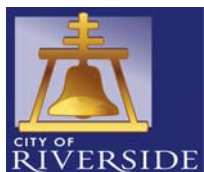
The City of Riverside was incorporated in 1883 and operates under the Council-Manager form of government established by City Charter in 1953. Seven members make up the City Council, elected for four-year terms by geographically designated wards (districts). The Mayor is elected at large and serves as Presiding Officer of the Council, interprets policies and programs to the community, and serves as official head of the City for ceremonial purposes. The Mayor has a voice in all Council proceedings but votes only to break a City Council tie-vote. Members of the Council select a representative from among themselves to serve as Mayor Pro-Tempore. The City Council appoints the City Manager, City Attorney and City Clerk in conformance with the City Charter.

The City's total budget of \$653.2 million reflects a regular full time staff of approximately 2600. The City provides all traditional municipal services and also operates electric and water utilities, a municipal airport, library, and museum.

The City Manager indirectly supervises all City departments. Assistant City Managers supervise the departments of Public Utilities, Police, Public Works, Fire, General Services, Human Resources, Information Technology, Museum, Library, Community Development, Development, Airport, and Parks, Recreation and Community Services, as well as the City's financial operations.

Riverside emphasizes public participation through 17 advisory boards and commissions which review issues and make recommendations on a broad range of topics.

APPLICATION AND SELECTION PROCESS



An Equal Opportunity Employer

For additional information regarding this opportunity, contact:

Leonardo Gonzalez

Recruitment & Benefits Manager

LeoGonzalez@riversideca.gov

Human Resources Department

3780 Market St., Riverside, CA 92501

(951) 826-5646—Fax (951) 826-5943

www.riversideca.gov

Applications will be accepted until 5:00pm Friday, February 9, 2007. To be considered, please submit a City application. Applications are available online at: www.riversideca.gov Please reference Job Code: 873801

Applications will be reviewed in relation to the criteria outlined in this brochure. Applications will be screened and successful candidates may be invited to compete in an oral interview. Candidates meeting the minimum qualifications will be placed on an eligibility list.

Our core values are integrity and credibility, commitment to service and action, accountability, inclusiveness and diversity, loyalty, personal growth, innovation, and teamwork.